

Grant Agreement Process

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Division of Financial Assistance
Funding Fair

Overview

- Roles of Project Director, Grant Manager, and Program Analyst
- Pre-execution and Post-execution processes

Roles

Project Director

Communication

Grant Manager

Program Analyst

Role of the Project Director

- Who is the Project Director?
- Requirements and expectations of the Project Director

Role of the Grant Manager

- Who is the Grant Manager?
- Requirements and expectations of the Grant Manager

Role of the Program Analyst

- Who is the Program Analyst?
- Requirements and expectations of the Program Analyst

Overview of Roles

- Who is responsible for what?
 - Project Director
 - Grant Manager
 - Program Analyst

A grant was awarded, now what?

- Developing the grant agreement
 - Sample Scope of Work
 - http://www.waterboards.ca.gov/funding/cg_sow.html
- How long does the whole process take?
- Overview of grant process

Agreement Process: Pre-Execution

- Negotiation process
- Required documentation/forms
- Scope of work

Agreement Process: Post-Execution

- What makes a good and auditable file?
- Invoicing and Progress Reports
- Amendments
- Closing of file

Resources

- State Water Board

www.waterboards.ca.gov

- Division of Financial Assistance

<http://www.waterboards.ca.gov/funding/grantinfo.html>

- Project Director Resources Guide

- http://www.waterboards.ca.gov/funding/docs/grantinfo/pd_resource_guide.pdf

Questions?